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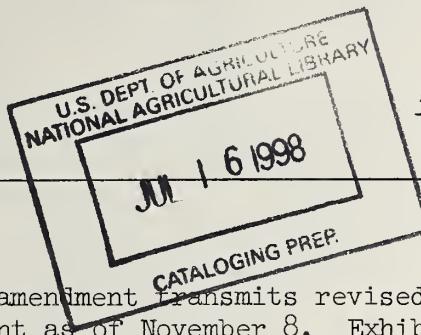
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UNITED STATES DEPARTMENT OF AGRICULTURE
Agricultural Stabilization and Conservation Service
Washington, D. C.

MASTER INDEX OF CSS PROCEDURES (4-DS)

AMENDMENT - 5

APPROVED:



P. P. Beach
Deputy Administrator,
Management

1. PURPOSE.

This amendment transmits revised Exhibits 1 and 2 which are current as of November 8. Exhibit 1 covers the status of all current and planned handbooks and is identical to Exhibit 1 of same date in Handbook 5-DS, Rev. 1, Procedure Distribution Schedules. Exhibit 2 is a listing of all current numbered instructions.

2. SUBSEQUENT ISSUANCES.

New and revised handbooks and all amendments published after November 8, 1961, will be listed in the weekly ASCS Procedure Checklists.

PAGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
Exhibit 1 Pages 1-9	4-19-61	Exhibit 1 Pages 1-10	11-8-61
Exhibit 2 Pages 1-18	7-15-59	Exhibit 2 Pages 1-6	11-8-61

11-14-61

Distribution:
AA; 4-DS

Page 1

MASTER INDEX OF ASCS PROCEDURES (4-DS)

EXHIBIT 1
(4-DS 3)HANDBOOK STATUS LISTING

SECTION 1. CURRENT STATUS OF ALL HANDBOOKS

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
1-ACPS	Agricultural Conservation Prog. Service Handbook (S-C)	9	7-19-61
1-AO(Rev.1)	ASCS Organization, Functions and Operating Relationships (W-CO-F-S-I).....	1	10-17-61
2-AO	PLANNED		
3-AO	PLANNED		
4-AO	Leave Administration and Reporting (W-CO-F-S-I).....	7	6-6-61
5-AO	CCC Board Dockets Handbook (W-CO).....	4	5-25-61
6-AO	Appeals Handbook (W-S-C-I).....	2	10-12-61
1-AS(Rev.1)	SUPERSEDED BY 1-DS		
1-AS(Rev.2)	Planned issue date 5-62 (will supersede present 1-DS)		
2-AS(Rev.1)	Records Management Handbook (W-CO-F-S-I).....	7	8-4-61
3-AS	Forms Management Handbook (W-CO-F-S-I).....	4	5-9-57
3-AS(Rev.1)	Planned issue date 12-61		
4-AS	SUPERSEDED BY 8-DS		
5-AS	Mail Handbook (W-CO-F-S-I).....	1	8-25-59
6-AS(Rev.1)	Washington Communications Handbook (W).....	4	8-25-60
6-AS(Rev.2)	Planned issue date 12-61		
7-AS(Rev.1)	Field Communications Handbook (CO-F-S-I)	2	2-17-61
7-AS(Rev.2)	Planned issue date 2-62		
8-AS	Space, Procurement, Reproduction & Property Handbook-Washington (W).....	2	2-13-61
9-AS	Procurement Management Handbook (CO-F-S-I).....	2	8-16-61
10-AS	SUPERSEDED BY 14-PM		
11-AS	SUPERSEDED BY 9-DS		
11-AS(Rev.1)	Planned issue date 12-61 (will supersede present 9-DS)		
12-AS	Personal Property Management Handbook (CO-F-S-I).....	4	10-19-61
13-AS	Real Property Management Handbook (CO-F-S-I).....	3	5-10-61
14-AS	Government Bills of Lading Handbook (W-CO-F-S-I).....	1	7-21-60
15-AS	Stocking and Ordering Printed Material (W-CO-F-S-I).....	3	7-31-61
15-AS(Rev.1)	Planned issue date 12-61		
16-AS	PLANNED		
17-AS	PRESENTLY 4-DS		
18-AS	PRESENTLY 5-DS		
19-AS	PRESENTLY 6-DS		
1-AU	SUPERSEDED BY 1-IA		
1-BA	Handling Commodity Transactions Under Barter Contracts (W-CO)	1	9-9-58
1-BA(Rev.1)	Planned issue date unknown		
1-BI	PRESENTLY 7-GR		
2-BI	PRESENTLY 8-GR		
3-BI	PRESENTLY 9-GR		
4-BI	PRESENTLY 10-GR		
5-BI	PRESENTLY 18-GR		
6-BI	PLANNED		
1-BU(Rev.1)	Washington Budget and Legislative Handbook (W).....	2	7-11-60
1-BU(Rev.2)	Planned issue date 11-61		
2-BU(Rev.1)	Budget Procedures for CSS Commodity Offices (CO).....	1	3-16-60
2-BU(Rev.2)	Planned issue date 12-61		
3-BU(Rev.2)	SUPERSEDED BY 3-SA		
4-BU	Commodity Office Work Status Reports Handbook (CO).....	3	12-6-60
5-BU	PLANNED		
1-CA(Rev.1)	County Administrative Handbook (C).....	25	8-23-61
2-CA(Rev.4)	County Salary and Tax Table Handbook (C).....	1	1-5-61

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
3-CA(Rev.1)	County Office Specialized Equipment Handbook (S-C).....	1	1-16-61
1-CN(62)	1962 Upland Cotton Allotment Handbook (S-C).....	1	9-21-61
2-CN(58)	OBsolete		
3-CN(62)	1962 ELS Cotton Allotment Handbook (S-C-I).....	1	9-28-61
4-CN(57)	OBsolete		
5-CN(Rev.3)	Upland Cotton Marketing Quota Handbook (S-C).....	2	6-23-61
6-CN(Rev.2)	ELS Cotton Marketing Quota Handbook (S-C-I).....	2	6-29-61
7-CN(Rev.3)	Cotton Loan Handbook (NOCO-S-C).....	5	9-22-61
8-CN	Farm-Storage Cotton Loans Handbook (S-C).....	2	6-12-57
9-CN(Rev.3)	Cottonseed Loans Handbook (S-C-NOCO).....	1	8-8-61
10-CN(Rev.1)	Cottonseed Purchase Handbook (S-C-NOCO).....	3	10-12-61
11-CN(58)	OBsolete		
12-CN	Cotton Storage Management Handbook (NOCO).....	1	6-6-58
13-CN(Rev.1)	Choice (A) Cotton Price Support Handbook (NOCO-S-C).....	3	12-30-60
1-DEF	PLANNED		
1-DF	Emergency Feed Program Handbook (CO-S-I-C).....	1	1-16-58
2-DF	Livestock Feed Program (S-I-C).....	1	8-31-61
3-DF	PRESENTLY 20-GR		
1-DS	Directives Systems Handbook (W-CO-F-S-I).....	2	1-17-61
2-DS	This number will not be used.		
3-DS	This number will not be used.		
4-DS	Master Index of CSS Procedures (W-CO-F-S-I).....	4	5-4-61
5-DS(Rev.1)	Procedure Distribution Schedules (W-CO-F-S-I).....	2	5-4-61
6-DS	CSS Federal Register Handbook (W).....	2	7-31-61
7-DS	This number will not be used.		
8-DS	Obsolete Forms Handbook (W-CO-F-S-I-C).....	1	1-13-59
9-DS	Reports Control Handbook (W-CO-F-S-I).....	2	6-14-60
1-FI(Rev.1)	CCC Sight Draft Handbook for ASC County Offices (C).....	8	3-15-61
2-FI(Rev.1)	CCC Sight Draft Handbook for ASC State Offices (S).....	2	11-17-60
3-FI(Rev.1)	CCC Deposits and Refunds Handbook-ASC County Offices (C)...	2	11-18-59
4-FI	RESERVED		
5-FI(Rev.2)	CCC Lending Agency Handbook-Cotton (LA).....	1	8-3-61
6-FI	CCC Lending Agency Handbook-Storage Facility & Equipment Loans (LA).....	1	8-17-57
7-FI(Rev.2)	CCC Lending Agency Handbook-Peanuts (LA).....	1	8-11-61
8-FI(Rev.2)	Federal Reserve Bank Handbook-CCC General Instructions (FA)	1	8-11-61
9-FI	OBsolete		
10-FI	OBsolete		
11-FI(Rev.3)	Accounting Policies and Practices of CCC (FI-CO).....	1	11-21-60
12-FI(Rev.1)	CCC Tobacco Servicing Agent Handbook (FA).....	1	12-2-59
13-FI	CCC Peanut Association Inventory Handbook (FA).....	4	3-15-61
14-FI(Rev.1)	Commercial Bank Handbook-CCC Cotton Loan Servicing Agents (FA).....	1	8-11-61
15-FI	CCC General Ledger Accounts-Commodity Offices (CO).....	11	3-8-61
16-FI	General CCC Accounting Operations (FI-CO-NY).....	3	12-27-60
17-FI(Rev.1)	CCC Financial Reports (CO).....	7	9-15-61
18-FI	OBsolete		
19-FI	PLANNED		
20-FI	Accounting for CCC Form G Cotton Loans (NOCO).....	1	3-25-57
21-FI(Rev.2)	Fiscal Operations-Peanut Association Loans (DLCO).....	1	10-27-61
22-FI	Accounting for CCC Naval Stores Program (DLCO).....	3	8-17-61
23-FI	Accounting for CCC Storage Facility and Equipment Loans (CO)	1	10-1-56

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
24-FI	PLANNED		
25-FI	PLANNED		
26-FI(Rev.1)	Accounting for Processed Commodity Inventories (CO).....	1	9-14-59
27-FI	Accounting for Grain Loans and Purchase Agreements (CO)....	21	9-21-61
28-FI	Accounting for CCC Nonexpendable Administrative Property (FI-CO).....	2	5-19-60
29-FI	Accounting for CCC Sight Drafts (CO).....	2	8-7-57
30-FI	Accounting for CCC Bins and Equipment (CO).....	1	3-28-57
31-FI	Accounting for CCC Donations (CO).....	2	7-29-60
32-FI(Rev.1)	Accounting for CCC Transactions Under Title 1, P.L. 480 (FI-CO).....	3	12-7-60
33-FI	Accounting for CCC Dispositions Under Title II, P.L. 480 (CO)	2	7-29-57
34-FI	Acceptance and Control of Letters of Credit Established In Favor of CCC (FI-CO).....	2	5-4-60
35-FI	Invoicing and Accounting for CCC Sales (CO).....	2	2-6-61
36-FI	Accounting for CCC Cash Receipts (CO).....	2	11-16-60
37-FI	Examination of Documents Supporting Payments from CCC Capital Funds (CO-NY).....	1	6-15-61
38-FI(Rev.1)	Examination for CCC of Documents Under Title 1, P.L. 480 (FI-CO).....	3	1-12-61
39-FI(Rev.1)	Accounting for the Acreage Reserve Program (CO).....	1	6-30-58
40-FI	CCC Deposits Handbook-ASC State Offices (S).....	1	11-27-57
41-FI	CCC General Ledger Accounts-Fiscal Division, Washington (FI)	6	3-16-61
42-FI	Accounting for Materials Acquired Through Barter (FI).....	1	1-3-58
43-FI	CCC Financing and Washington Disbursements (FI).....	1	12-21-56
44-FI(Rev.2)	CCC Peanut Association Loan Handbook (PN).....	1	9-15-61
45-FI	SUPERSEDED BY 1-FI, REV. 1		
46-FI	SUPERSEDED BY 3-FI, REV. 1		
47-FI	OBsolete		
48-FI	Federal Reserve Bank Handbook-Drafts Issued by Commodity Offices (FRB, CHICAGO).....	2	1-6-59
49-FI	CCC Sight Draft Disbursements by Commodity Offices (CO)....	1	7-22-58
50-FI	RESERVED		
51-FI	CCC Commodity Pricing Handbook (CO).....	1	5-13-59
52-FI	PLANNED		
53-FI	Contracting-Appropriated Fund Programs (W-CO-F-S-I).....	1	11-15-60
54-FI	CCC Claims Handbook for ASC State Offices (S-I).....	1	8-4-59
55-FI	CCC Claims-CSS Divisions and Offices (W-CO).....	1	2-23-60
56-FI	CSS and ACPS Program Claims (S-I).....	1	8-2-60
57-FI	PLANNED		
58-FI	Debt Collection Handbook-ASC County Offices (C).....	1	9-24-57
58-FI(Rev.1)	Planned issue date 11-61		
59-69-FI	RESERVED		
70-FI	SUPERSEDED BY 4-AO		
71-FI(Rev.1)	Obligations, Administrative Expenses ASCS Divisions and Offices (W-CO-F).....	2	8-23-61
72-FI	SUPERSEDED BY 3-SA		
73-FI(Rev.1)	Salary Payments and Withholdings (W-CO-F-S-I).....	3	12-16-60
74-FI	Claims-Administrative, Indemnity Fund, Proceeds of Treasury Checks (W-CO-F-S-I).....	2	12-16-60
74-FI(Rev.1)	Planned issue date 12-61		
75-FI	Official Travel-General (W-CO-F-S-I).....	17	5-29-61
76-FI	PLANNED		

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
77-FI(Rev.1)	Appropriations and Funds, Symbols, Titles & Provisions (W-CO-F-S-I).....	3	8-15-61
78-FI	Examination of CMS Invoices and Processing County Committee Advances (S-I).....	2	6-28-60
79-FI	Section 32 Program Voucher and Invoice Examination Handbook (S).....	2	8-2-61
80-FI	Accounting Operations-Program, Local Administration and Deposit Funds (S-I).....	6	1-9-61
80-FI(Rev.1)	PLANNED		
81-FI	Disbursement, Collection, Adjustment and Check Processing Forms - Appropriated Funds (CO-S-I-FIF).....	3	1-9-61
82-FI(Rev.2)	Collections-ASC State and Insular Offices (S-I).....	2	6-8-60
82-FI(Rev.3)	Planned issue date 1-62		
83-FI	Payroll Operations-ASC Insular Offices (I).....	5	12-16-60
84-FI	Examining Passenger Transportation Vouchers and Related Documents (FIF-I).....	2	8-28-61
85-FI	Accounting Operations-Administrative Expenses, Bond and Tax Deductions (I).....	2	6-10-60
86-FI	Sections 6 and 32 Program Document Examination Handbook (CO).....	3	12-14-60
87-FI	Accounting and Reports, CSS Programs-Commodity Offices (CO).....	9	8-17-61
88-FI	Accounting Operations for AMS Programs, Sections 6 and 32 (CO).....	1	7-28-59
89-FI	Payroll Operations (FI-FIF-PM-PMF).....	10	12-14-60
90-FI	Examining Miscellaneous Invoices (FIF-S-I).....	1	2-17-61
91-FI	CSS Accounting and Reports-Fiscal Division (FI).....	3	5-29-61
92-FI	CSS Billings, Receivables and Collections-Fiscal Div. (FI-FIF).....	3	2-20-61
93-FI(Rev.1)	Designation and Bonding of Certifying, Collection and Custodial Officers (W-CO-F-S-I).....	2	2-8-61
94-FI	CSS Accounting and Reports Handbook Field Offices, Fiscal Division (FIF).....	3	10-10-60
95-FI	Examining Freight and Express Transportation Vouchers and Related Documents (FIF-I).....	1	3-14-60
96-FI	Lost, Stolen, Mutilated, Non-Receipt United States Treasury Checks (W-CO-F-S-I).....	1	5-4-60
97-FI	Imprest Funds Handbook (W-CO-F).....	1	12-7-60
98-FI	Object Classification (W-CO-F-S-I).....	2	6-27-61
99-FI	RESERVED		
100-FI	RESERVED		
101-FI	Examination & Payment of Applications Under CCC Grain and Wheat Flour Export Programs (CO).....	2	3-1-61
102-FI(Rev.1)	Accounting for CCC Grain Export Programs (CO).....	3	3-1-61
103-FI	Accounting for Emergency Feed Programs (CO).....	1	7-15-59
104-FI(Rev.1)	Examination, Payment and Accounting for Transactions Under the CCC Cotton Export Program-Payment in Kind (NOCO).....	2	10-5-61
105-FI	PLANNED		
106-FI	Accounting for CCC Payments under the Conservation Reserve Program (NOCO).....	1	4-25-61
107-FI	Accounting for 1961 Feed Grain Program (CO).....	3	8-1-61
1-FV	PLANNED		
2-FV	PLANNED		
3-FV	PLANNED		
1-GR	OBsolete		

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
2-GR	OBsolete		
3-GR	OBsolete		
4-GR(Rev.1)	Loan Inspector's Handbook (S-C).....	1	8-17-59
5-GR	Farm Storage Facility Loan Handbook (S-C).....	15	9-1-61
6-GR(Rev.1)	Mobile Dryer Loan Handbook (S-C).....	7	6-15-61
7-GR	Granary Storage Program Property Handbook (S-C).....	7	10-28-61
8-GR	Bin Site Receiving and Withdrawing Handbook (S-C).....	7	9-2-60
9-GR	CCC Grain and Property Maintenance Handbook (S-C).....	10	2-13-61
10-GR	Physical Inventory Handbook (S-C).....	3	5-9-61
11-GR	State and County Local Sales Handbook (S-C).....	4	12-2-60
12-GR	OBsolete		
13-GR	CCC Fleet Storage Handbook (EV and PD CO).....	1	8-29-57
14-GR(Rev.3)	Commodity Loan and Purchase Handbook (Grains and Related Commodities) (S-C).....	3	6-8-61
14-GR(KC)	OBsolete		
15-GR(Rev.1)	OBsolete		
15-GR(KC)	OBsolete		
16-GR(Rev.1)	SUPERSEDED BY 14-GR		
17-GR(Rev.1)	Grain Warehouse Approval Handbook (CO).....	2	11-15-60
18-GR	Watseka Experimental Bin Site Project Handbook (EVCO & Ill).....	1	1-5-59
19-GR(Rev.1)	Data Processing Center CL&P Reports Handbook (EVCO & KCCO).....	1	8-1-61
20-GR	State and County USDA Disaster Committee Handbook (S-C).....	1	12-2-60
21-GR	PLANNED		
22-GR	PLANNED		
23-GR	Texas Flaxseed Purchase Program (DLCO & Texas).....	1	3-27-61
1-CORN(58)	OBsolete		
2-CORN(58)	OBsolete		
3-CORN(58)	OBsolete		
1-FEED GRAIN(62)	1962 Feed Grain County Handbook (C).....	5	10-13-61
2-FEED GRAIN	RESERVED		
3-FEED GRAIN	Feed Grain Farm Survey Handbook (S-C).....	2	3-10-61
4-FEED GRAIN	Feed Grain Certificate Redemption in Grain Handbook (S-C).....	4	9-21-61
1-RICE	Rice Allotment County Handbook (Producer Basis) (C).....	13	9-27-61
2-RICE	Rice Allotment County Handbook (Farm Basis) (C).....	12	9-27-61
3-RICE	Rice Allotment State Handbook (Producer Basis) (S).....	8	9-27-61
4-RICE	Rice Allotment State Handbook (Farm Basis) (S).....	7	9-27-61
5-RICE(Rev.2)	Rice Marketing Quota Handbook (S-C).....	2	8-25-61
1-WHEAT(62)	1962 Wheat Allotment County Handbook (C).....	4	9-7-61
2-WHEAT(62)	1962 Wheat Allotment State Handbook (S).....	3	7-28-61
3-WHEAT(Rev.1)	Wheat Marketing Quota Handbook (S-C).....	12	6-16-61
4-WHEAT	Wheat Survey Handbook (S-C).....	1	12-19-58
5-WHEAT	Wheat Stabilization Program (S-C).....	2	9-29-61
1-IA	Internal Audit Program (W-CO-F-S-I).....	1	10-6-61
1-ID	PLANNED		
1-IF(Rev.1)	Information Handbook (W-CO-F-S-I).....	1	5-20-58
1-IM	PRESENTLY 17-GR		
2-IM	PRESENTLY 12-CN		
3-IM	PRESENTLY 1-PS		
4-IM	PRESENTLY 2-PS		
5-IM	RESERVED		
6-IM	PRESENTLY 13-GR		
1-LD(Rev.1)	Wool Payment Program Handbook (S-C).....	3	9-26-61
2-LD	Mohair Payment Program Handbook (S-C).....	1	6-4-58

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
1-OA	Charting and Diagraming Symbols and Standards (CO).....	2	9-15-60
2-OA	Automatic Data Processing Machine Management (CO).....	1	5-19-60
3-OA	Planning for Automatic Data Processing (W-CO-F).....	1	12-16-60
1-OP(Rev.2)	Peanut Allotment and Marketing Quota Handbook (S-C).....	9	10-16-61
2-OP(Rev.1)	SUPERSEDED BY 1-OP, REV. 2		
3-OP	Warehouse Handbook-Farmers Stock Peanuts (DLCO & PN).....	5	7-18-60
4-OP	Peanut Loan and Purchase Handbook (S-C).....	9	8-16-61
5-OP(Rev.1)	No. 2 Shelled Peanut Handbook (PN).....	3	11-22-60
6-OP	Tung Loan and Purchase Handbook (DLCO-S-C).....	4	12-2-60
7-OP	Tung Warehouse Approval Handbook (DLCO).....	1	1-12-60
8-OP	CCC Peanut Sales and Supervision Handbook (DLCO & PN).....	1	6-6-61
1-PA(Rev.1)	Marketing Quota Referenda Handbook (S-I-C).....	6	8-8-61
2-PA(Rev.2)	Marketing Quota Review Handbook (S-I-C).....	2	8-17-61
3-PA(Rev.1)	Farm Constitution and Allotment Record Handbook (S-I-C).....	6	10-12-61
1-PM	Development of Organization Proposals and Charts (W-CO-F-S-I).....	1	1-21-58
2-PM	Position Classification and Wage Administration Handbook (W-CO-F-S-I).....	2	6-1-59
3-PM	Employment Handbook (W-CO-F-S-I).....	4	6-2-59
4-PM(Rev.1)	Employee Benefits and Services Handbook (W-CO-F-S-I).....	1	3-9-61
5-PM(Rev.1)	Performance Evaluation Handbook (W-CO-F-S-I).....	2	5-1-61
6-PM(Rev.1)	Training Handbook (W-CO-F-S-I).....	3	3-17-61
7-PM(Rev.1)	Incentive Awards Handbook (W-CO-F-S-I-C).....	2	1-9-61
8-PM	Safety and Health Handbook (W-CO-F-S-I).....	7	1-13-61
9-PM	Employee Relations, Conduct and Discipline Handbook (W-CO-F-S-I).....	1	3-21-61
10-PM	ASC State Employment Handbook (S).....	4	4-29-60
11-PM(Rev.1)	Personnel Officers' Handbook (PM DIV-PMF-CO-I).....	1	1-20-60
12-PM	SUPERSEDED BY 5 PM, REV. 1		
13-PM	Personnel Management Evaluation Handbook (W-F-S-I).....	1	12-30-59
14-PM	Directory of Key Personnel (W-CO-F-S-I).....	1	9-22-60
1-PP(Rev.2)	Acreage and Performance Determination for State Offices (S-I).....	4	8-18-61
2-PP(Rev.2)	Acreage and Performance Determination for County Offices (C).....	8	9-8-61
3-PP(Rev.1)	Acreage Premeasurement (S-I-C).....	5	8-2-61
4-PP(Rev.2)	Scale Checking and Preparation of Aerial Photography (S-I).....	2	10-17-61
5-PP(Rev.1)	Recommendations for New Aerial Photography (S-I).....	2	10-2-61
1-PS(Rev.1)	Processed Commodity Storage Management Handbook (CO).....	1	7-31-59
2-PS	Processed Commodity Inspection and Maintenance Handbook (CO).....	3	2-8-61
3-PS	Commodity Distribution Programs Handbook (W-CO).....	5	8-25-60
4-PS	Commodity Export Programs Handbook (Governmental Agencies)(CO).....	2	10-13-60
5-PS(60)	Exemption From Price Support Limitation (S-I-C).....	2	5-13-60
6-PS	Commodity Export Program Reports Handbook (W-NOCO).....	1	12-9-60
7-PS	PLANNED		
1-SA(Rev.1)	State Administrative Handbook (S).....	2	7-26-61
2-SA	Organization and Operations of ASC State Offices (S).....	2	5-1-61
3-SA	State Budget and Obligations Handbook (S-I).....	3	9-14-61
1-SB	County Conservation Reserve Handbook (C).....	44	8-15-61
2-SB(Rev.2)	State Conservation Reserve Handbook (S).....	1	1-18-61
3-SB	RESERVED		
4-SB	RESERVED		
5-SB	RESERVED		
6-SB(58)	OBSOLETE		
7-SB(58)(Rev.1)	OBSOLETE		

HANDBOOK STATUS LISTING

CURRENT STATUS (CON.)

<u>Symbol</u>		<u>Latest No.</u>	<u>Amendment Date</u>
1-SM(Rev.2)	Export Control Policies and Procedures (W-CO).....	1	2-2-61
1-SU(Rev.2)	County Sugar Beet Handbook (C).....	3	9-8-61
2-SU(Rev.2)	State Sugar Beet Handbook (S).....	3	9-8-61
3-SU(Rev.1)	County Sugarcane Handbook (C).....	6	6-27-61
4-SU(Rev.1)	State Sugarcane Handbook (S).....	4	1-6-61
4-SU(Rev.2)	Planned issue date 3-62		
5-SU(Rev.1)	Caribbean Sugarcane Handbook (Puerto Rico).....	4	9-21-61
6-SU(Rev.1)	Hawaiian Sugarcane Program (Hawaii).....	1	9-6-61
7-SU(Rev.2)	Honey Loan and Purchase Handbook (S-C).....	3	5-16-61
1-TB(62)	1962 Tobacco Allotment and Yield Handbook (Burley, Flue, Fire, Air, Sun, Maryland, Cigar-Binder and Cigar-Filler and Binder) (S-C).....	3	10-13-61
2-TB(58)	OSOLETE		
3-TB(58)	OSOLETE		
4-TB(Rev.2)	Tobacco Marketing County Handbook (C).....	3	5-23-61
5-TB(Rev.2)	Tobacco Marketing State Handbook (S).....	4	9-27-61
6-TB	OSOLETE		
7-TB	OSOLETE		
8-TB(62)	1962 Tobacco Allotment and Yield Handbook (Cigar-Filler (Type 41)) (S-C).....	1	7-25-61
1-TS(Rev.1)	Traffic Management Handbook (W-CO).....	1	6-8-60
2-TS	Protective Services for Shipments of CSS Perishable Commodities Handbook (W-CO).....	7	2-8-61
3-TS	Freight Billing Code and Classification Handbook (W-CO).....	8	2-8-61

HANDBOOK STATUS LISTING

SECTION 2. PLANNED HANDBOOKS

<u>Symbol</u>	<u>Title</u>	<u>No. Pages</u>	<u>Issue Date</u>	<u>Coverage</u>
2-AO	Delegations of Authority Handbook	Unknown	Unknown	Not developed as yet.
3-AO	Committee Management Handbook	Unknown	Unknown	Tentatively will cover all ASCS committee management activities, including 108 series numbered instructions.
16-AS	Procedure Writing (W-CO-F-S-I)	60	12-61	Suggested techniques for writing handbooks and other directives, within policies and principles of Handbook 1-DS.
6-BI	Testing of Wheat for Sedimentation Value (S)	Unknown	Unknown	Instructions for testing of wheat for sedimentation value.
5-BU	Legislative Reports and Procedures(W-CO)	20	11-61	Part 9 of present 1-BU and material to facilitate the writing and clearance of legislative reports.
1-DEF	ASCS Defense Operations (W-CO-F-S-I-C)	Unknown	Unknown	Defense instructions relating to ASCS including the following in whole or in part: 101-14, 101-16, 101-17, 118-31, 1240-1, 1250-3 and 1282-1.
19-FI	Accounting for CCC Form A Cotton Loans(NOCO)	50	2-62	General procedure for cotton loan accounting in New Orleans Office.
24-FI	Accounting for CCC Grain Inventory(CO)	120	1-62	Material in Inst. 551-1, 551-2, 551-3, 551-5, 551-7.
25-FI	Accounting for CCC Cotton Inventory(NOCO)	50	6-62	General procedure for cotton inventory accounting in New Orleans office.
52-FI	Contracting CCC Programs(W-CO-S-I-C)	150	12-61	CCC contract policies and requirements and guidelines to assist contracting officers in carrying out their responsibilities. The following instructions will be incorporated in whole or in part: 433-2, 535-1, 621-5, 630-1, 710-1, 710-2, 710-3, 710-4, 712-1, 713-1, 714-1, 715-1, 715-2, 715-3, 716-1, 717-1, 718-1, 718-2, 718-3, 725-1 and 730-1.

MASTER INDEX OF ASCS PROCEDURES (4-DS)

EXHIBIT 1
(4-DS 3)HANDBOOK STATUS LISTING

PLANNED HANDBOOKS (CON.)

<u>Symbol</u>	<u>Title</u>	<u>No. Pages</u>	<u>Issue Date</u>	<u>Coverage</u>
57-FI	Sections 32 and 6 Program Claims(W-CO-F)	50	12-61	Responsibilities, authorities and procedures for handling, collecting and reporting Sections 32 and 6 program claims by and against ASCS.
76-FI	Disbursements, Refunds- Section 388 and Program Funds - by Field Offices, Fiscal Division(FIF-S)	15	12-61	Procedure for ASCS State offices and the Fiscal Division Field Officers whereby the field offices may certify for payment vouchers chargeable to Section 388 and program funds for which allotments are maintained by the State offices. Will SUPERSEDE Instruction 238-2.
80-FI (Rev.1)	Accounting Operations (S-I)	80	1-62	Will consolidate present 80-FI and 85-FI and eliminate material relating to obligations which has been placed in 3-SA.
105-FI	Accounting for CCC Tung Oil Inventory(DLCO)	20	12-61	Tung oil inventory accounting in the Dallas Office.
1-FV	Fresh Fruit and Vegetable Field Purchase Program (CO-S)	60	12-61	724(FV)-1
2-FV	Irish Potato Starch and Flour Diversion Program (Applicable State Offices)	10	12-61	724(Potatoes)-3
3-FV	Irish Potato Livestock Feed Diversion Program (Applicable State Offices)	14	12-61	724(Potatoes)-4
21-GR	Payment-in-Kind Handbook (S-C)	100	12-61	Redemption of certificates under the Feed Grain and the Wheat Stabilization Programs.
22-GR	Foundation Seed Program(C)	6	12-61	Material in Instruction 1105-1 and Notice GR-182.
1-ID	Investigation Handbook (W-CO-F-S-I-C)	27	12-61	Instruction 150-1.

HANDBOOK STATUS LISTING

PLANNED HANDBOOKS (CON.)

<u>Symbol</u>	<u>Title</u>	<u>No.</u>	<u>Issue</u>	<u>Coverage</u>
		<u>Pages</u>	<u>Date</u>	
7-PS	CCC Pricing and Sales	Unknown	Unknown	All or part of Instructions 118-36, 700-2, 704-3, 730-2, 732-1, 732(Dairy)-1, 733(Grain)-1 and 733(Oils & Peanut)-1, plus other related general material

INSTRUCTION STATUS LISTING

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
101-14 4-29-55 AUX-1 3-25-54	ASSIGNMENTS OF DEFENSE MOBILIZATION FUNCTIONS WITHIN CSS AND RELATED DELEGATIONS OF AUTHORITY (18 pp.)	A
101-16 4-26-55	IMPLEMENTATION OF DEFENSE MOBILIZATION AND CIVIL DEFENSE RESPONSIBILITIES (4 pp.)	A, AD
101-17 6-20-56	RESPONSIBILITIES FOR FIELD COORDINATION OF DEFENSE MOBILIZATION AND CIVIL DEFENSE ACTIVITIES (8 pp.)	A, AD, Wash. only; Sl-1
108-1 2-23-56	INDUSTRY ADVISORY COMMITTEES (14 pp.)	A, AD, Wash. only
108-10 4-28-54	ESTABLISHMENT OF CSS PUBLICATIONS COMMITTEE (1 p.)	A
108-12 5-18-56	STANDARDS AND LIMITATIONS GOVERNING FORMATION AND USE OF CSS COMMODITY OFFICE ADVISORY OR SUB-ADVISORY COMMITTEES (5 pp.)	AA; Sl-1; Com. Offs. only
115-3 7-22-53	APPLICATIONS FOR PATENTS BY PMA EMPLOYEES (2 pp.)	A; Sl-3
118-1 7-31-50	PREPARATION AND NUMBERING OF DELEGATIONS OF AUTHORITY Page 3 rev. 7-6-51 (3 pp.)	A, B
118-12 8-28-51	DELEGATIONS OF AUTHORITY (5 pp.)	A, AD
118-31 7-11-55	DELEGATION OF AUTHORITY WITH RESPECT TO COMMODITY CREDIT CORPORATION'S INVENTORY & PROCUREMENT IN CASE OF NATIONAL DEFENSE EMERGENCY (1 p.)	A, AD, Wash. only; Sl-3
118-36 6-28-57	DELEGATION OF AUTHORITY WITH RESPECT TO CERTAIN COMMODITY CREDIT CORPORATION ACTIVITIES (4 pp.)	AA; Sl-3; St. & Co. Offs.

EXHIBIT 2

MASTER INDEX OF ASCS PROCEDURES (4-DS)

INSTRUCTION STATUS LISTING (CON.)

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
150-1 3-24-55	ASSIGNMENT OF RESPONSIBILITIES WITHIN CSS FOR PROCESSING INVESTIGATION REPORTS OF THE COMPLIANCE AND INVESTIGATION DIVISION (15 pp.)	A, AD, Wash. only; S1-6
238-2 12-10-57	DISBURSEMENTS FROM SECTION 388 AND PROGRAM FUNDS - VOUCHERS CERTIFIED BY FIELD OFFICES, FISCAL DIVISION (9-pp.)	AA; S2-1
433-2 6-28-54	COMMODITY CREDIT CORPORATION PROGRAM CONTRACT SYMBOLS AND NUMBERS (4-pp.)	A, AD, Wash. only; S4
451-2 4-24-51	STANDARDIZATION OF STATIONERY, POSTCARDS, FRANKS, LABELS AND SHIPPING TAGS (3 pp.)	A, AD, S4
535-1 10-26-55	EXAMINATION AND CONTROL OF PROGRAM CONTRACTS (4 pp.)	A, Wash. only; S5-1, Com. Offs. only
551-1 3-18-49	INVENTORY ACCOUNTING INSTRUCTIONS - BULK GRAINS (38 pp.)	FI-1, 2
AUX-1 10-2-50		
AUX-2 9-14-51		
AUX-3 8-19-52		
551-2 3-22-50	BULK GRAIN TRANSFERS BETWEEN PMA COMMODITY OFFICES (7 pp.)	A, B
551-3 10-2-50	ACCOUNTING FOR CCC-OWNED COMMODITIES STORED IN CCC STORAGE SITES (10 pp.)	FI-1, 2
551-5 7-2-53	INVENTORY COSTING & COST RECORDS - BULK GRAINS & RELATED COMMODITIES (19 pp.) Pages 7 -18 rev. 2-10-54	S5-1
551-7 8-4-55	ACCOUNTING FOR STORAGE OF GRAIN IN SHIPS OF MARITIME RESERVE FLEET (5 pp.)	AA; S5-1
621-5 9-8-53	ACCEPTANCE OF CASH OR NEGOTIABLE SECURITIES IN LIEU OF SURETY BONDS (15 pp.)	A, S6-3

INSTRUCTION STATUS LISTING (CON.)

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
624-1 3-2-55	DELINQUENT SHIPMENTS - CCC-OWNED COMMODITIES (2 pp.)	A, except Com. Offs.; S6-3
625-1 8-25-55	DUPLICATE WAREHOUSE RECEIPTS (3 pp.)	AA; S5-5
639(Grain 59)-1 11-27-59	REPORT OF GRAIN COMMODITY DISPOSITIONS AND STOCKS POSITION (6 pp.)	AA; 5 Com. Offs.
669-1 10-26-50	SUMMARY REPORTS CCC STORAGE FACILITIES AND GRAIN (4 pp.)	A-01, 06, 09, 15, 25, 30, 31; B-09, 15, 30
700-2 3-7-60	SURPLUS PRICE SUPPORTED CROPS RESTRICTED IN THE LEASING OF GOVERNMENT-OWNED FARMLANDS (6 pp.)	AA; St. & Com. Offs.
701-10 7-25-49	RESPONSIBILITY OF BRANCHES AND OFFICES OF PMA FOR CONDUCTING INTERNATIONAL WHEAT AGREEMENT PROGRAM (3 pp.)	A, B
704-3 5-25-51	REVIEW OF PROPOSALS ESTAB. DIFFERENTIALS UNDER CCC PRICE SUPPORT OPERATIONS (6 pp.)	A, (S7, S7-1, Wash. only)
704(Wheat)-1 1-31-58	SPECIAL DAILY REPORT TO FURNISH MARKET PRICES AND OTHER MARKET INFORMATION (7 pp.)	AA; 5 Com. Offs.
710-1 12-15-49	RESPONSIBILITIES OF CONTRACTING OFFICIALS & OTHERS WITH RESPECT TO DOCUMENTATION OF CONTRACT INTERPRETATIONS (2 pp.)	A, B
710-2 10-21-49	APPLICABILITY OF THE PUBLIC CONTRACTS ACT TO CCC CONTRACTS (5 pp.)	A, B
710-4 3-4-58	FINANCIAL AND PERFORMANCE RESPONSIBILITY OF INDIVIDUALS, PARTNERSHIPS, PRIVATE CORPORATIONS, COOPERATIVES OR ASSOCIATIONS OFFERING TO PURCHASE COMMODITIES FROM COMMODITY CREDIT CORPORATION (6 pp.)	AA; S5-5
712-1 10-28-55	EXECUTION OF CONTRACTS & APPOINTMENT OF CONTRACTING OFFICERS FOR COMMODITY CREDIT CORPORATION (4 pp.)	A, Wash. only; S7-1

EXHIBIT 2 MASTER INDEX OF ASCS PROCEDURES (4-DS)

INSTRUCTION STATUS LISTING (CON.)

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
713-1 5-29-56	PREPARATION, CLEARANCE AND DISTRIBUTION OF ANNOUNCEMENTS AND MONTHLY SALES LISTS (6 pp.)	A, Wash. only; S7-1, except State Offices
714-1 5-29-56	HANDLING BIDS RELATING TO PURCHASE, SALE OR SERVICING OF COMMODITIES (2 pp.)	A, Wash. only; S7-1, except State Offices
715-1 9-12-50	FORM AND EXECUTION OF CONTRACTS AND OFFERS (2 pp.)	A; B-Wash., 05, 26(Field)
715-2 6-1-54	PREPARATION AND INITIAL DISTRIBUTION OF ABSTRACTS Pages 1 & 2 rev. 9-15-54 (9 pp.) /	A, Wash. only; S7-1
715-3 10-18-54	UNIFORM CONTRACTUAL PROVISIONS - COMMODITY PROGRAMS (1 p.)	A, Wash. only; S7-1, Com. Offs. only
716-1 1-2-48	AMENDING CONTRACTS (3 pp.)	A, B
717-1 12-8-53	ASSIGNMENT OF CLAIMS AGAINST COMMODITY CREDIT CORPORATION (5 pp.)	A, Wash. only S7-1
718-1 9-26-46	WEEKLY PERFORMANCE REPORTS ON PACKAGING AND/OR PROCESSING ACTIVITIES (2 pp.)	A; B-(except B-24, 26, Field)
718-2 10-20-50	CANCELLATION OR TERMINATION OF CONTRACTS BECAUSE OF CONTRACTOR'S DEFAULT AND EXTENSION OF CONTRACT DELIVERY OR PERFORMANCE PERIODS (2 pp.)	A, B
718-3 8-25-55	BONDS - NOTICE TO SURETY OF TERMINATION SURETY'S LIABILITY UNDER CONTRACT (4 pp.)	A, Wash. only; S7-1
720(Grain 53)-1 9-14-53	SHIPPING STATIONS TO BE USED IN CALCULATING COUNTY AVERAGE FREIGHT RATES (4 pp.)	A, St. & Com. Offs.
721(Corn 57)-1 8-28-58	EXTENSION OF THE 1957-CROP CORN RESEAL LOAN PROGRAM TO LOWER QUALITY CORN IN INDIVIDUAL CASES (2 pp.)	AA; St. Offs., Com. Offs., except CT & NO

INSTRUCTION STATUS LISTING (CON.)

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
724(FV)-1 3-10-55	PURCHASE & SHIPPING OPERATIONS FOR SEC. 32 FRESH FRUIT & VEGETABLE SURPLUS REMOVAL PROGRAMS (48 pp.)	A, Wash. only; S7-9
724 (Potatoes)-3 9-27-55	IRISH POTATO STARCH & FLOUR DIVERSION PROGRAM - PLAN OF OPERATION (14 pp.)	AA; S7-9 Selected St. Offs.
724 (Potatoes)-4 10-10-56	IRISH POTATO LIVESTOCK FEED DIVERSION PROGRAM (13 pp.)	AA; S7-9
725-1 10-16-46	PMA COMMODITY PROCUREMENT POLICY (2 pp.)	A, B
730-1 4-18-50	SECURING PERFORMANCE UNDER SALES CON- TRACTS RESTRICTING USE OR DISPOSITION OF COMMODITIES (3 pp.)	A, B
730-2 8-31-55	RELEASE OF SAMPLES TO PROSPECTIVE BUYERS (3 pp.)	A, Wash. only; S7-1, Com. Offs. only
732-1 9-6-55	AUTHORIZED SALE OF CCC OWNED COMMODITIES (9 pp.)	A, Wash. only; S6-3
732(Dairy)-1 1-29-60	SALES OF DAIRY PRODUCTS (3 pp.)	AA; CTCO & PDCO
733(Grain)-1 1-25-60	PRICE REVIEW RELATING TO U. S. SUPPLIER'S SALES PRICE OF GRAINS AND RELATED COMMODITIES EXPORTED UNDER P. L. 480, TITLE I (10 pp.)	AA; Com. Offs. only
733(Oils & Peanut)-1 3-22-60	PRICE REVIEW RELATING TO U. S. SUPPLIER'S SALES PRICE OF FATS AND OILS EXPORTED UNDER P. L. 480, TITLE I (7 pp.)	AA; CTCO & NOCO
739-1 11-24-53 AUX-1 2-24-54 AUX-2 9-2-55	REPORT OF CCC COMMODITIES - PRICE SUPPORT PROGRAMS (13 pp.)	A, S5-1

INSTRUCTION STATUS LISTING (CON.)

<u>Inst. No.</u>	<u>Title</u>	<u>Distribution</u>
739-2 12-28-53	RELEASE OF INFORMATION ON STOCKS OF CCC PRICE SUPPORT COMMODITIES (2 pp.)	A, Wash. only
1020(Grain)-5 6-13-58	FEDERAL BUREAU OF PRISONS FARMS (5 pp.)	AA; Selected State Offices
1027-2 1-20-56	IDENTIFICATION CARD FOR PERSONS WHO EXAMINE MARKETING RECORDS ON QUOTA CROPS (2 pp.)	AA; S10-12 State Offs. only and P.R.
1105-1 5-19-53 AUX-1 6-10-55	FOUNDATION SEED PROGRAM - OPERATIONAL PROCEDURE (10 pp.)	A
1240-1 3-2-56	INFORMATION RELATING TO THE STATE FEDERAL EMERGENCY DISEASE PLAN (1 p.)	AA: St. Offs.
1250-3 1-19-56	PROVIDING INFORMATION FOR USE IN SCREENING OF UNITS AND MEMBERS OF THE READY RESERVE (5 pp.)	AA; S12, State & County Offs.
1282-1 3-29-55	USE OF CCC-OWNED COMMODITIES IN EVENT OF ATTACK ON THE UNITED STATES (1 p.)	A, Wash. only; S12

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